

WAREHOUSE MANAGER I, CORRECTIONAL FACILITY

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: October 2006

Collective Bargaining Identification: S12

Job Analysis Conducted By: Julie Amaro, Staff Services Analyst

Number of Incumbents: There are 6 incumbents in this classification per the Department of Corrections and Rehabilitations Filled/Vacant Position Report dated January 4, 2007.

Names of the Subject Matter Expert(s) and their background:

Alfreda Hooker, Warehouse Manager I, California Rehabilitation Center

Ms. Hooker is currently the Warehouse Manager I at the California Rehabilitation Center. She has held this position for 5 years and has been with the department for 25 years.

Tami Somara, Procurement and Services Officer II, Mule Creek State Prison

Ms. Somara has been the Procurement and Services Officer II at Mule Creek State Prison for the past year. She previously held the title of Warehouse Manager II at Mule Creek State Prison for 3 years. She has been with the department for 20 years.

Darlene Vote, Procurement Officer I, Northern California Youth Correctional Center

Ms. Vote has been the Procurement Officer I at the Northern California Youth Correctional Center for the past two years. She previously held the title of Warehouse Manager I for 6 months and has been with the department for 27 years.

WAREHOUSE MANAGER I, CORRECTIONAL FACILITY INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification
- Consultation with Subject Matter Experts
- Northern California Youth Correctional Center, Warehouse Manager I (CF) Duty Statement